



Job Description

Post Title: Assistant Examinations /Administration Officer

Responsible to: Examinations Officer

Hours: Permanent, 20 hours per week, term-time, including INSET days plus 1 week during summer holidays. Contractual hours to be worked flexibly throughout the year in agreement with the Examinations Officer.

Salary: Grade 6

Context:

The Exams Assistant supports the Exams Officer in all aspects of the organisation, management and administration of all public examinations and formal internal mock examinations at Key Stages four and five and for the collation, analysis and communication of all data relating to students and their progress and performance. There is some expectation that extra hours will be worked during the main exam period and so some flexibility will be required. During quieter periods undertaking general school administrative duties as directed.

Responsibilities

- To assist with the timetable, organisation and practical arrangements of all internal and external examinations throughout the year.
- Keep up to date with all JCQ rules, regulations and deadlines.
- Download all relevant basedata (exam boards) into the MIS Exams Management system.
- Assist the Exams Officer in the collection, collation and submission of student exam entries to the relevant Exam Boards in advance of deadlines.
- Support registrations for other courses, BTECs, OCR Nationals, enhancements etc.
- Assist the Exams Officer when recruiting and training new invigilators.
- Plan numbers of invigilators required for internal and external exams and book them.
- Resolve exam clashes in accordance with regulations.
- Organise the examination rooms in accordance with JCQ regulations.
- Responsible for receiving and distributing exam office post, ordering stationery and managing invigilator exam packs.
- Start and invigilate for examinations when required.
- Following appropriate training and support, take responsibility for the running of specific exams as determined by the Exams Officer.
- Liaise with the SEN Administrator to ensure Access Arrangements are in place for students.
- In conjunction with the Exams Officer, receive, check, sort and ensure security of all external examination papers as they arrive.
- In conjunction with the Exams Officer, help check, package and despatch all candidates' scripts after external examinations.
- Coursework: Co-ordinate exam board procedures for outgoing and incoming coursework.
- Attend GCSE and AS/A2 results days to assist in the administration of and presentation of exam results to candidates.
- Administer post results services. This will include review of marking requests and script recalls.
- Distribute, file and keep records of exam certificates.
- Support the Exams Officer in communications with parents and carers with exam related queries.
- Demonstrate a high level of accuracy and good attention to detail.



- Good IT skills using Microsoft Office and other exam specific software.



The list of duties in your job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

SAFEGUARDING STATEMENT

Faringdon Community College and The Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service (DBS) Enhanced Check.

Shortlisted candidates will be subject to online searches for publicly available information.

The Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community."